

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/48

OPEN TO: All Interested Candidates
POSITION: Senior Guard, FSN-5, FP-9*
OPENING DATE: November 24, 2010
CLOSING DATE: December 8, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 31,963 (Starting salary)
(Position Grade: FP-9 will be confirmed by Washington)
*Ordinarily Resident: US\$ 5,767 (Starting salary)
(Position Grade: FSN-5)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment in Vietnam for the position of Senior Guard in its Regional Security Office (RSO).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will perform as a senior guard; assign and relieve guards to and from specific posts; patrol assigned areas either on foot, on a motorbike or in a vehicle; constantly keep subordinate guards alert and make an immediate investigation of complaints, irregularities, and unusual or suspicious circumstances. Incumbent will recognize emergencies and abnormal situations and take necessary actions depending on the nature of the incidents. Incumbent will be personally assigned to guard stations or areas considered the most dangerous or hazardous because of the potential for theft, sabotage, or terroristic activity.

Please contact the Human Resources Office at 3850-5000 X5127 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school is required. (2) Must have at least two years of experience in security guard or guard related duties. (3) Must have thorough knowledge of General Guard Orders and Post Orders for all posts, access control policy, and especially emergency procedures. (4) Must have ability to communicate with people from all different ethnic and socioeconomic backgrounds. Must be familiar with the most efficient routes to and from all facilities and residences in order to respond to emergencies in a timely fashion. Must have basic knowledge of first aid, CPR (Cardiopulmonary resuscitation). (5) Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms. Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Hanoi
No. 7 Lang Ha, Dong Da, Hanoi

Tel. 84-4-3850-5000
FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: DECEMBER 8, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)